

Subject: Re: Save the Date - Hollywood Media District BID Annual Meeting
Thursday September 22, 2016 5:30pm to 8:00pm
From: Esmeralda Salguero <esmeralda.salguero@lacity.org>
Date: 09/15/2016 05:47 PM
To: Lisa Schechter <lisa@mediadistrict.org>

Hi Lisa,

Following up on my previous email. Your event is approaching & I need to the following information asap.

What is the equipment you will be requesting? I still need to request funding approval before I can place the order.

Also, can you please fill out the following information:

Event Name:
Event Date:
Event Time:
Equipment Drop Off Date:
Drop off Time:
Equipment Pick Up Date:
Pick up Time:
Location Address:
Zip Code:
Site Contact Name:
Cell Phone #:
Additional Contact(s): (optional)

Please email me as soon as possible!

Best regards,



Esmeralda Salguero

Council Aide/Special Assistant
Office of Councilmember Mitch O'Farrell, 13th District
1722 Sunset Blvd., Los Angeles, CA 90026
Phone [\(213\) 207-3015](tel:(213)207-3015) | Fax [\(213\) 207-3031](tel:(213)207-3031) | www.cd13.com

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On Wed, Aug 31, 2016 at 12:04 PM, Esmeralda Salguero
<esmeralda.salguero@lacity.org> wrote:

Lisa,

Do you have any updates on the equipment you will be requesting? I will need to request funding approval before I can place the order 2 weeks prior to the event.

Thank you,



Esmeralda Salguero

Council Aide/Special Assistant

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On Fri, Jul 15, 2016 at 10:55 AM, Lisa Schechter <lisa@mediadistrict.org> wrote:

Dear David, William, Esmeralda and Dan:

Please Save the Date for the Hollywood Media District BID's annual meeting on Thursday September 22nd from 5:30 – 8:00pm - location to be confirmed. However in the spirit of getting things handled early here are my requests:

David: Please place a hold on the Councilmember's calendar for the BID's annual stakeholders meeting for Thursday September 22, 2016 from 5:30pm to 8:00pm

Dan: Please plan to attend with CM O'Farrell

William: I would like to request three (3) certificates:

(1) "Congratulations" Certificate with the following signatures: O'Farrell, Ryu, Koretz and Mayor - Language: Hollywood Media District Annual Meeting and another fluff you would like to place - here is our Mission Statement: Enhancing the business community with security, cleanliness and beautification for 16 years!

(2) Do you have "Thank You" certificates - if not then Recognition Certificates:

To: Hollywood Beatification Team

To: Universal Protection Services

Language: On behalf of the City of Los Angeles, we extend our gratitude for your services to the Hollywood Media Business Improvement District. Your dedicated efforts have made a significant impact to the business community.

Date: September 22, 2016

Signers: O'Farrell, Ryu, Kortes, and Mayor

Esmeralda: Request for tables, chairs, and table clothes

I will be placing an order request for the annual party. Last year and in the past CM O'Farrell has been generous to support our BID with this event by supplying these items. I will follow up with you regarding this request as soon as we confirm the location.

Thank you all for your assistance. Any questions please email or call. Have a terrific weekend.

Regards,

Lisa Schechter
Executive Director
Hollywood Media District BID
1040 N. Las Palmas Avenue
Hollywood, CA 90038
[\(323\)860-0025](tel:(323)860-0025) Direct
[\(323\)860-0026](tel:(323)860-0026) Fax

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